

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Branch

DATE: 1 September 1948

FROM : Chief, Property Control Division

SUBJECT: Report of Operations - Month of August 1948

1. Status of Personnel:

25X9A2

- a. Persons authorized
- b. Persons on duty
- c. Persons on sick leave
- d. Persons on maternity leave
- e. Personnel actions awaiting security clearance

2. Major Accomplishments:

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a. Relative to unserviceable and surplus property at [REDACTED] Account No. 900, which was indicated in report of Mr. [REDACTED], Fiscal Division, Budget and Finance Branch, this office forwarded to the designated Property Officer under your signature, a memorandum outlining disposition instructions for such property. All property in this category located outside the continental limits of the United States and its possessions, will be disposed of to the Regional Office of the Foreign Liquidation Commission.

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b. Authorization has been granted this office to assign a representative of the Property Control Division to visit [REDACTED] Account No. 600, [REDACTED] Account No. 1000, [REDACTED]; and 00 [REDACTED] and I&S field offices located at [REDACTED]. Mr. [REDACTED] Assistant Chief, Property Control Division [REDACTED] who has been detailed to this assignment will, during the course of his inspection, accomplish the following:

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(1) Conduct a complete audit of records and physical inventory of property.

(2) Establish procedures as outlined in the proposed Property Accounting Regulations.

(3) Orientate responsible individuals in accountability and responsibility of Government property.

(4) Arrange for disposition of unserviceable and surplus property in accordance with governing laws.

(5) Review all phases of property control at said account and, if necessary, correct any deficiencies.

A complete report relative to the above will be furnished you upon
25X1A9a Mr. [REDACTED]'s return to this office.

c. A procedure relative to property records to be maintained by Responsible Officers at OO and I&S field offices has been established. This will provide more adequate control of property and will enable the Property Officer, Mrs. [REDACTED], to maintain a current record of quantities of property physically on hand at said offices.

d. During the past month this office has established the monetary value and correct nomenclature of reproduction supplies transferred from Mr. [REDACTED], Chief, Reproduction Division, to Office Supplies, Account No. 2 and Operational Supplies, Supply Account No. 4. Stock cards reflecting quantities of items accounted for and adjustment reports have been furnished supply officers of the above mentioned accounts.

e. As a result of the Property Utilization Program the total monetary value of property returned to stock during the month of August 1948 was \$11,608.25. Continuous efforts will be made by this office to effect transfer of excess property from using activities to stock during the course of inventorying property accounts.

f. This office has, in accordance with your request, assisted each Property Officer, CIA, in transferring to stock typewriters excessive to the established ratio as set forth in Administrative Instruction No. 40-19. As a result, 62 typewriters were returned to stock. Previous surveys of property accounts revealed a total of two hundred and one (201) excess typewriters which have been transferred to the appropriate Supply Account.

3. Future Plans: During the ensuing month "Future Plans" as reported in Operational Report for the month of August 1948, paragraph 3 a and b will be accomplished.

4. During the month of August 1948, the following work load was performed by the various sections of the Property Control Division:

a. Control Section

(1) Vouchers Posted	619
(2) Delivery Receipts Processed (Expendable).....	520
(3) Reports of Inventory Adjustment Processed	10
(4) Identification Control Cards Posted	2,716
(5) Receipts for Loan Property Processed	1

b. Audit and Inspection Section

(1) Property Accounts audited	1
(2) Number of Accident Reports completed	2
(3) Number of Damaged Property Investigations Conducted	3
(4) Additional achievements (See attached memorandum)	

c. Clearance and Survey Section:

(1) Survey Reports Received	3
(2) Survey Reports Being Investigated	11
(3) Survey Reports Ready for Board Action	5
(4) Property Clearances Issued	69
(5) Property Passes Issued	3

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Chief, Property Control Division

30 August 1948

Chief, Audit & Inspection Section

Monthly Operations Report - August 1948

1. In compliance with your request the following is submitted:

- a. Number of Property Accounts audited - - - - - 1
- b. Number of Accident Reports completed - - - - - 2
- c. Number of Damaged Property Investigations conducted - 3

2. Additional achievements:

a. An audit of Supply Account No. 1 was started and approximately three hundred (300) vouchers were checked in detail and quantities indicated thereon were audited against the Stock Record Cards. The audit of this account was discontinued in order that an audit of Property Account No. 220 might be conducted.

b. One member of the Audit & Inspection Section spent a period of eleven (11) days assisting the Accountable Officer of Supply Account No. 4 in obtaining and recording serial numbers of items in said account.

c. In compliance with Administrative Instruction No. 40-19, dated 11 August 1948, Subject: Typewriters, which authorizes one (1) typewriter per two (2) persons employed within each using activity of CIA, a complete survey was conducted of each Property Account to determine if excess typewriters were on hand. If such was found to be true, an effort was made to have the Accountable Officer turn in excess of the allotted number. In the event that Accountable Officers stated more typewriters were needed than the allotted number, a justification for excess was requested. One hundred fifty eight (158) typewriters were returned to stock as a result of this survey.

d. A monetary value report was prepared and forwarded to the Chief, Property Control Division for expendable items on hand in Supply Accounts No. 1, 2, 4, 6, 8, 9 and Property Account No. 100; and for all non-expendable items on hand in National Security Council.

3. Comments:

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a. One member of the Audit & Inspection Section (Mr. [REDACTED] [REDACTED] was on annual leave for a period of fifteen (15) days during the month of August 1948.

cc: Chief, Senior Branch.

[REDACTED]